



HURTWOOD HOUSE

INFORMATION PACK



Hurtwood House is an independent school specialising in the sixth form; our unique blend of the creative and academic prepares students for university and life beyond.

The school has an outstanding academic record with over 20 subjects being studied at A Level, ensuring that it has ranked highly in the independent sector top ten coeducational sixth forms for the last five years. The other defining feature of Hurtwood House is its creativity. We are a centre of excellence for the performing and creative arts, providing outstanding opportunities for the aspiring actor, singer, artist, fashion designer, composer and film maker, both in the A Level courses and in specially arranged and professionally organised activities. These include our Film Academy, our concerts and our drama productions.

This culture of creativity, originality and professionalism permeates throughout the school and, because it is important to us that we provide a complete and broad education, we put a great deal of emphasis on personal development, preparing our students for university and, more importantly, the challenges of life beyond.

Hurtwood House is one of England's most exciting and successful schools – retaining traditional values, but breaking new ground educationally.

Joining the Hurtwood community offers opportunities to:

- Work with enthusiastic and well-motivated students in small, well-resourced classes
- Become part of a committed and professional teaching team in a friendly and supportive atmosphere
- Experience the benefits of a coeducational boarding environment, with a strong pastoral ethos and students from many different national backgrounds
- Develop your career in a modern, energetic school with a reputation for academic achievement and creative excellence
- Enjoy a beautiful campus in the midst of the Surrey Hills, but within easy reach of London, major airports and the South coast



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ICT NETWORK ADMINISTRATOR



The ICT department strives to support the work of the school by managing and maintaining reliable computing and communication systems. This includes some 1000+ networked devices for 350 students and 200 staff. Multiple Windows 2012/2016 servers support Windows 10 clients running standard applications from Adobe and Microsoft. The school has also adopted the Microsoft 365 platform for Exchange, Teams, SharePoint and OneDrive.

The Network Administrator is responsible for the day-to-day operation of these systems. The Network Administrator will assist the Head of ICT as part of a team of four.

You are expected to approach your job with commitment and enthusiasm and strive to produce work of the highest standards. There is generous support for the training needed to provide a professional level of service and to keep your knowledge and skills up to date as new technologies and services become available. You should share a willingness to be part of this culture of professional development.

The school runs for 35 term weeks a year, but the ICT team need to make sure that the network and services continue throughout holiday time as well. We have a flexible working system in place to make sure that cover is in place all year around and you will be offered the opportunity to take part in this annualised hours rota system. The maximum number of hours expected is 1750 hours per academic year.

Duties and responsibilities include

- Administration of the School's Microsoft 365 services. This includes SharePoint, Teams, Stream and OneDrive.
- The setting up of computers and their peripherals, including hardware and software.
- Fault logging and first line equipment maintenance.
- Connectivity testing and network maintenance, including wireless access.
- The administration of Active Directory, User Accounts and Security Permissions.
- The maintenance of Windows servers and clients.
- System security and backup, including patches and anti-virus precautions.
- System documentation, inventory control, reports, and audits of use.
- The maintenance of online services, which includes school management information systems.
- Classroom user support and training in the major packages used by the school.



HURTWOOD HOUSE

BOARDING AND PASTORAL



As a fully residential school our primary concern is to provide students with a safe, structured, caring and happy community. That is why we place so much emphasis on our House structure.

Students board in one of five country houses or their lodges, some of which are on the campus and some nearby. Each House has a Housemaster or Housemistress (HsM) who lives in and a team of House Tutors. The HsM is the link between the school, the student and parents and is the first point of contact on all academic and pastoral matters. The House staff are responsible for looking after the students, for monitoring academic progress, for providing guidance and for creating a warm, supportive and organised family unit and what we like to think of as a sense of 'structured informality'. All full-time staff are assigned to one of the boarding houses as academic tutors who take responsibility for a small tutor group, meeting them on a Monday evening. Some staff are full tutors who assist the HsM in the running of the boarding environment by doing evening and weekend duties in the House. An additional allowance is paid for these duties.

All of the working day is spent on campus and students are transported back to their House after supper every evening by the House staff. Main meals are taken on campus in our award winning 'refectory' building where the food is healthy, wholesome and there is a wide choice to satisfy all dietary requirements. It is all freshly prepared on the premises by our own staff. There are also kitchen facilities in every House for snacks, tea and coffee etc, games rooms and communal TV rooms. All Houses have internet access and a wireless LAN.

Joining the Hurtwood pastoral team offers opportunities to:

- Work with students outside of the classroom, building long-lasting, productive relationships
- Become part of the hard-working and dedicated tutor teams who run the boarding houses
- Help students prepare for the independence of life at university, drama school or art college
- Become fully involved in the busy and exciting extracurricular life of the school



Hurtwood House

Frequently Asked Questions

This document has been produced in the hope that it gives you a greater understanding of our School.

1. ACADEMIC

Monday		Tuesday		Wednesday		Thursday		Friday	
8:50 to 10:00		8:50 to 10:00		8:50 to 9:25	Departmental Meetings	8:50 to 10:00		8:50 to 10:00	
Break		Break		Break		Break		Break	
10:20 to 11:30		10:20 to 11:30		10:45 to 11:45		10:20 to 11:30		10:20 to 11:30	
Break		Break		Break		Break		Break	
11:50 to 1:00 (1:10)		11:50 to 1:00 (1:10)		12:00 to 1:00 (1:10)		11:50 to 1:00 (1:10)		11:50 to 1:00 (1:10)	
Lunch		Lunch		Lunch		Lunch		Lunch	
1:50 to 3:25	Activities	1:50 to 3:00		2:00 to 3:30	Wednesday programme	1:50 to 3:00		1:50 to 3:00	Enigma
3:30 to 4:25	Staff Meeting	3:10 to 4:55	Activities	3:30 to 5:00	free time	3:10 to 4:55	Activities	3:20 to 4:30	Break
4:30 to 5:40 (5:50)		5:00 to 6:10 (6:20)	Enigma	5:00 to 6:10 (6:20)		5:00 to 6:10 (6:20)	Enigma		
5:40 to 6:50	Supper	6:10 to 6:20	Supper	6:10 to 6:20	Supper	6:10 to 6:20	Supper		

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Q. What is the structure of the week?

A. The blank timetable above gives an idea of this. Each day consists of four academic lessons, three in the morning and one in the afternoon. The afternoons also have an Activities period and an Enigma session on three days. Members of staff are expected on site by 8:45 am (unless they are driving students in from a boarding House) and must stay until the end of the working day unless they have other duties to perform after this. Many teachers arrive in time for breakfast and leave after having supper.

Q. How long are the lessons?

A. All lessons are a standard 70 minutes except on Wednesday mornings when they are reduced to 60 minutes to accommodate a weekly departmental or pastoral team meeting. Some A2 lessons (those before lunch and supper) are 80 minutes (finishing times shown in brackets).

Q. How many lessons will I be expected to teach?

A. A good thing about our timetable is that you will meet each of your groups each day. You will be expected to teach three groups as well as possibly supervising Private Study, giving a total of 16 lessons in a week. Each full-time teacher has a half day starting after lunch on either Tuesday, Wednesday, Thursday or Friday (never on a Monday because of the full staff meeting where students' weekly attainment and effort grades are discussed). There is no Saturday school although there will be some weekend supervisory duties, usually two weekends per term (unless you are also a Full tutor attached to a boarding house.)

Q. How many weeks per academic year are there?

A. There are usually 35 teaching weeks divided into three terms (14 weeks, 10 weeks, 11 weeks or 14 weeks, 11 weeks, 10 weeks). Teachers are contracted to attend the full staff meeting prior to the start of the academic year. There are half term breaks of one week in the Autumn and Spring terms but not in the Summer term.

Q. What other responsibilities will I have as a teacher at Hurtwood?

A. All full-time teachers are expected to contribute to the duty rota by either doing a morning or afternoon supervisory duty. There are also pastoral responsibilities and 'Activities' responsibilities expected of all teachers.

2. PASTORAL

Q. What are the pastoral/residential responsibilities?

A. At Hurtwood, the term "residential" is used to mean the responsibilities associated with being attached to a boarding house. All full-time teachers are attached to a House and have an academic tutor group which they meet weekly at the House on a Monday after supper. Teachers who are also a Full Tutor (which carries an additional allowance or accommodation if available), have a larger tutor group and do supervisory duties at their boarding house during the week. These consist of, in general, one evening a week in addition to meeting their tutor group on a Monday and one weekend in five.

Q. What does being an academic tutor involve?

A. Tutorials at Hurtwood involve meeting tutees individually on Monday evenings in their boarding houses to discuss academic progress and how much tutees are getting involved in the wider life of the school. It is also a time in which any important administration, such as exam entries, can be carried out. In addition to Monday tutorials, tutors will of course informally meet their tutees throughout the school week. Tutors are expected to brief Housemasters on the content of tutorials and to provide a record in the form of tutor notes on a weekly basis. Tutors are also expected to contribute to their tutees' references when they apply for higher education in their A2 year.

Q. Does the School offer accommodation for staff?

A. Some staff do live in but accommodation is limited and availability varies from year to year. Most Full Tutors do not live in their boarding houses, preferring to make their own arrangements for the additional allowance.

3. CONTRACTUAL

Q. Is there a probationary period?

A. In keeping with most schools, all new teachers have a one year probationary period. Prior to starting the year, there is an induction programme and support meetings are scheduled throughout the year to ensure that all goes well during this time.

Q. Is there a salary scale?

A. Hurtwood does not have a salary scale, preferring to recognise the hard work and contributions of its teachers on an annual basis. At the end of the academic year, the Headmaster writes to each member of staff informing them of their salary for the forthcoming academic year.

Q. Is the School a member of the TPS?

A. Yes. You will be invited to opt in or out on appointment.

4. GENERAL

Q. How are students selected for entry?

A. Selection is based on a personal interview involving the Headmaster, the prospective student and his/her parents. If it is felt that the student will flourish at Hurtwood and benefit from the experience, then an unconditional place is offered. There is no entry exam, nor a minimum set of entry requirements.

Q. What support is available for students with an SLD? (Specific Learning Difficulty)

A. Our SENCO is responsible for coordinating the support that we offer to students, but there is no separate learning support unit. Hurtwood believes that support should always be subject specific and therefore individual teachers assist students with an SLD within and outside of their classroom time. These students have an IEP (Individual Education Plan) which is reviewed termly with their teachers during the "learning meetings" which are prioritised by abandoning the timetable for an afternoon at the start of each term. The SENCO collates outside agencies' reports and is available to discuss learning strategies in greater detail if necessary.

Q. What support is available for EAL students? (English as an Additional Language)

A. Hurtwood has a dedicated department for these students who can be supported in their normal academic classes. They are all prepared for the IELTS examination if they do not already possess a suitable qualification in English.

Q. Is there the opportunity for CPD?

A. The School is generous in this area and, if a teacher or their Head of Department feels that a particular course will be beneficial, then the School is supportive in allowing/encouraging attendance.

Q. Is there an appraisal system?

A. Hurtwood operates a self-appraisal process whereby in the second year of joining the school, teachers complete a self-appraisal form on a biannual basis. This is followed by a meeting with a member of SMT to discuss the contents. Often, appropriate CPD is identified at this meeting.

Q. Is there an expectation to get involved in extra-curricular activities?

A. During each afternoon (except Fridays) there is an Activities programme of sports, rehearsals, clubs etc. in which all full-time teachers are expected to be involved in some way. In addition, some teachers contribute to the "Enigma" programme (our enrichment programme) by offering a unit of five weeks in a topic usually but not necessarily, outside of their academic expertise.

Q. Does the School have open days or parents' evenings?

A. No. Hurtwood very much feels that the parents' evenings model where a parent is limited to a short period of time with each teacher does not work. We prefer an individual touch where parents can make an appointment to see the Deputy Head: Students along with all the relevant teachers at any time during the academic year. To keep parents "in the loop", teachers are also required to write full reports at the end of each term and parents have live access at all times to their son/daughter's weekly grades. Keeping parents fully involved in their child's progress is a priority.

Q. Will I need to drive a school minibus?

A. In order to drive a minibus at Hurtwood, you must have a D1 licence. All Full Tutors are encouraged to attain this qualification, at the School's expense, and other teachers who wish to train to drive are encouraged to do so. Holders of the D1 licence are expected to bring students to and from the main campus as well as contributing to the Activities programme.